



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Information Systems Analyst (Sp) or Staff Information Systems Analyst (Sp)

Monthly Salary: (AISA) \$4,619 - \$5,897 (SISA) \$5,065 - \$6,466

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-100-XXXX-XXX

Refer to Job ID# J09-030

Final Filing Date: March 8, 2010

General Statement of Duties:

Under the general supervision, the Associate Information Systems Analyst (AISA) performs a variety of general programming and web development activities from analysis, design, coding, implementation, and support of information systems. The incumbent develops and maintains the public and Intranet web sites using modern web development tools and technologies and assists in other data reporting programming projects. The incumbent assists on network installation, implementation, procurement and support of information technology systems, such as desktop computers, multifunction automated office systems, and/or networks systems. Incumbent develops problem solutions using information technology methods; work on analysis and support of multifunction office technology system services; develop information processing standards and procedures.

Administration and support of Websites The incumbent uses programming skills to analyze, design, develop, and support MRMIB Internet/Intranet web sites using MS Visual Web Developer, Adobe Dream Weaver, and Adobe Creative Suite. The incumbent independently analyzes the requirements and develops solutions to meet MRMIB staff's web needs and requests. The incumbent demonstrates a high level of analytical and technical skills and acts as a technical lead in developing Internet/Intranet policies, procedures, and best practices. The incumbent maintains knowledge of current web-related programming languages and technologies, web development tools, in compliance with the new Californian Web Template; and makes recommendations on web development tools procurement.

Network Operations As member of the IT Shop, the incumbent assists the network administrator with standard software applications/programs installation, basic network support operations and help desk troubleshooting activities, such as mapping network drives, creating new user log-in accounts, setting up Outlook emails, and maintaining MRMIB help desk tickets and issues-based tracking system (Track-It). Monitors web site security and acts as a key technological resource for protecting MRMIB's web site infrastructure.

Website Documentation The incumbent develops thorough and detailed documentation of both the Internet and Intranet web sites and any programming projects. Works cooperatively with administrative vendor and health plan technical staff to solve problems and implement changes for the benefit of maximizing the use of information and data provided by administrative vendors and contractors, and

documents the process. Analyzes complex MRMIB data and communicate documented results clearly to management and non-technical staff.

IT Procurement The incumbent helps providing analysis and justification for procurement of network-related software and hardware, consulting with vendors and developing Statement of Work (SOW), working collaboratively with Business Services Office to prepare SOW and IT related acquisitions. The incumbent helps as Assessing vendor qualifications to deliver agreed upon results as stated in the contract scope of work, coordinating and participating in the regular Departmental hardware and software inventories.

Other special projects as needed

Incumbent participates in other organization's special projects as member of the team or team Lead.

SPECIAL REQUIREMENTS

Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

OTHER EXPECTATIONS

Knowledge of State and departmental computer, network and information security policies and procedures; Knowledge of HTML, ASP.NET, CSS, visual web developer tools and dynamic scripting languages like JavaScript, VB script; Knowledge and experience on network servers and infrastructure components supported by IT Section. The network server and infrastructure components include but are not limited to the following: Microsoft SQL, Windows 2003 server, Exchange server, Blackberry server, Barracuda, Voltage, Proofpoint, Symantec Ghost and backup; restore software and associated hardware, IIS, Active Directory Domain Controllers, Cisco Routers and Switches, Symantec enterprise software, VMWARE, TCP/IP, Storage Area Networks.

Who May Apply:

Individuals at the Associate Information Systems Analyst (Sp) level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID # J09-030 and Position # 443-100-XXXX-XXX** and the basis for appointment eligibility. Send to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: March 8, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.